

**Law Practice Management & Technology Section
Executive Committee Meeting**

Thursday • February 22, 2007 • 2 p.m. to 3 p.m.
Conference Call

AGENDA		
Item (Who)	Desired Outcomes	Time
Welcome. (Larry)	<ul style="list-style-type: none"> Welcome to Meeting. 	2:00 – 2:05
Introductions. (All)	<ul style="list-style-type: none"> Members, advisors, and liaisons introduced. 	2:05 – 2:10
Minutes. (Kai)	<ul style="list-style-type: none"> Minutes of the January meeting at SEI discussed, changed (if needed), and approved. 	2:10 – 2:20
Treasurer's Report. (Peter L and Julie)	<ul style="list-style-type: none"> Section finances discussed. 	2:20 – 2:30
ABA Book Discount. (Carole)	<ul style="list-style-type: none"> Opportunity to discuss ABA Discount promotion. 	2:30 – 2:35
Proposed Insurance Disclosure Rules Meeting. (Robert B.)	<ul style="list-style-type: none"> Report (discussion, if any) on the 2/16/07 meeting at Bar HQ. 	2:35 – 2:45
E-Newsletter and Bottom Line Committee Reports. (Chairs)	<ul style="list-style-type: none"> Update on both publications. <i>E-Newsletter committee</i> to discuss first issue. 	2:45 – 2:55
March 30 Face To Face and Committee Dinner at State Bar Meeting. (Julie and Larry)	<ul style="list-style-type: none"> Meeting location at LAX Marriott, time: (10:00 to 2:45). One or two volunteers needed for 15 – 20 minute presentations. Meeting agenda to include <i>Committee appointments</i> and <i>election</i> of officers. <i>Special Advisors</i> should contact Larry regarding re-appointment for 07 – 08. Friday or Saturday Evening for Dinner? Discussion of room night reimbursement. 	2:55 – 3:00
Standing Committee Reports (Chairs)	<ul style="list-style-type: none"> Committee Chairs briefly report status and developments. Requests for information, resources or support made. (<i>Education Committee</i> to report on SEI and program submittals for September State Bar Meeting. <i>Vendor Committee</i> to recap procedure for new vendors. <i>By-Laws</i> 	3:00 – 3:15

<i>Committee to report. Other Committees as time permits.)</i>		
“Opening a Law Office” (Andrew and Larry)	<ul style="list-style-type: none">• Update on conference call and in person meeting.	3:15 – 3:20
New Business	<ul style="list-style-type: none">• Items not on the Agenda.	3:20 – 3:30
ADJOURNMENT		3:30